




Department of Energy
Washington, D. C. 20585

July 3, 2003

MEMORANDUM FOR: Program Office Resource Managers

FROM: Howard G. Borgstrom 
Working Capital Fund Manager

SUBJECT: June Working Capital Fund Billing

This memorandum transmits the June 2003, charges to your program for the Working Capital Fund services. Billing for June was forwarded to the Chief Financial Officer for entering into DISCAS and in time for reporting in June financials.

The Fund Manager's office recently upgraded the WCF web page in order to make it more useful to program customers and to the business lines. The web site now has dynamic links to the corresponding business line web pages. These business line web pages can help customers acquire goods and services and provide points of contact for customer use. We invite you to visit <http://www.ma.mbe.doe.gov/wcf>.

On May 27, 2003, Deputy Secretary McSlarrow appointed seventeen organizations to serve on the Working Capital Fund Board starting in June 2003. His memorandum is posted on the WCF web page.

FY 2005 Budget Guidance

On May 12, 2003, we issued guideline estimates for FY 2005 Corporate Review Budget (CRB) requests, including updated estimates for FY 2003 and 2004. The estimates provided are intended only as guidance based on patterns that have been identified by the Fund business line and financial staff. Since other factors may affect your consumption of WCF goods and services, you may wish to adjust our estimates as necessary to account for planned changes in staffing, anticipated changes in usage, potential organizational realignments, and other factors.

In the FY 2005 estimates, the FY 2003 estimates were the same as the annualized estimates provided on Table III of the March 2003 Working Capital Fund bill, and the March FY 2003 estimates were used as the basis for FY 2004 and FY 2005. The budget is based on the pricing policies that are in effect for FY 2003 as documented in the December 2, 2002 *Guide to Services, Policies, and Procedures* ("Blue Book"), with some further changes subsequent to Working Capital Fund Board decisions. The FY 2005 Corporate Review Budget (CRB) guidance is available on our Web Page at <http://www.ma.mbe.doe.gov/wcf>. Please note that the March 2003 Table III estimates were updated with the May bill, though the changes are relatively small.

Cost and Payment Analysis

The following tables are attached to assist you with your analysis of actual monthly WCF expenditures.

| | |
|------------------|--|
| Table I | Summarizes costs for the current billing cycle only and provides separate columns for some business lines to distinguish between charges that are assessed monthly and those assessed annually or quarterly. |
| Table II | Shows the total to date of all costs billed for the current fiscal year, reflecting cumulative consumption through the current billing cycle. |
| Table III | Shows the most current projection of annual costs for each customer and business line based on customer consumption patterns demonstrated this fiscal year. |
| Table IV | Compares annualized cost projections (from Table III) to revised FY 2003 estimates provided with the FY 2004 Congressional Budget guidance and to payments authorized year-to-date. |

June Charges Per Business Line and Table III Methodologies

Supplies - The enclosed bill reflects actual usage of supplies for the month of June both as purchased through the various PAPERCLIPS Stores and as ordered through Requisition. The Table III estimates extrapolate from the 9 months to date to the full fiscal year.

Mail Services - The enclosed bill includes charges for outgoing metered mail and special handling charges incurred during June. For charges denoted as monthly, Table III extrapolates from the 9 months to date to the full year; annual charges from Table II are then added to derive full-year estimates.

Photocopying – The June bill excludes some central copy charges for June due to problems with the Equitrax System. We expect to revise billing amounts in July to reflect the missing charges for June. Per copy rates for central and staffed facilities are 2.8 cents per copy. Other charges remain unchanged from FY 2002: 1.5 cents for dedicated copies; 50.0 cents for color copies. The Table III estimates extrapolate from the 9 months to date to the full fiscal year.

Printing and Graphics - The enclosed bill reflects charges for Printing jobs ordered and Federal Register notices published during June. It also includes charges for indirect Graphics support at the rate of one-twelfth the annual assessment, based upon the pro-rata share of total service costs as determined by usage of such service in FY 2002. The Table III estimates extrapolate from the 9 months to date to the full fiscal year.

Building Occupancy – This bill includes charges for non-standard space alterations, additional rent charges, utilities, office relocations, and other E&F services requisitioned and performed prior to June 25. The Table III estimates are based on a full four quarters of rent plus the alterations charges through June; we have not included any alterations costs you may incur from July through September.

Telephones - The June bill includes actual local and long distance charges for usage incurred during April. In addition, infrastructure charges, based upon the number of phone lines currently assigned to your organization, appear at the rate of one-twelfth the annual estimate. The Table III estimates extrapolate from the 9 months to date to the full fiscal year.

Desktop - The enclosed Desktop bill incorporates time and materials charges for service actually used during June in addition to charges for help desk services based on actual usage as approved by the Board at its August 21, 2002 meeting. Charges for subscription and warranty service are also included at the rate of one-twelfth the annual cost, where applicable. The Table III estimates extrapolate from the 9 months to date to the full fiscal year.

Network - June charges, based upon the number of LAN connections currently assigned to your organization, are included at the rate of one-twelfth the annual estimate. June charges for **DOEnet** are based on customer usage with an allocation of DOE CHRIS utilization charged back to customers based on standard on-board staffing levels used in the payroll business. The Table III estimates extrapolate from the 9 months to date to the full fiscal year.

Corporate Human Resource Information System (CHRIS) – The full **annual** amount assessed to your organization, based upon actual on-board staffing at the beginning of FY 2003 was billed in October.

Payroll – The remainder of the full **annual** FY 2003 payroll charges assessed to your organization were billed in May based upon actual on-board staffing at the beginning of FY 2003 and a recently reduced operating level of \$1.4 million (a reduction in operating level from original FY 2003 estimate of \$3.1million).

On-Line Learning Center (OLC) –No charges for June (OLC Charges for variable subscriptions are assessed quarterly). Table III reflects the year-to-date costs in Table II.

WCF Information Sources, Working Capital Fund Web Page

You may obtain additional information regarding the WCF by visiting the Working Capital Fund Web Page. Information available on the Web Page includes:

- The 2003 edition of the “WCF Guide to Services, Policies and Procedures” [BlueBook];
- FY 2003/FY 2004 Budget Projections;
- The monthly summary billing tables (I-IV) with accompanying transmittal memo;
- Announcements of upcoming Board meetings and Board meeting minutes;
- Quarterly Financial Status Reviews;
- An explanatory Overview and historical background of the Fund.
- FY 2004 WCF Congressional Budget

The Web Page address is: <http://www.ma.mbe.doe.gov/wcf>

Please contact Dianne Cane (6-5567) if you have questions or comments.

Billing Inquiries

To deal with specific billing issues, we recommend that you contact the following individuals:

| BUSINESS LINE | BILLING CONTACT | TELEPHONE |
|--|-----------------|----------------|
| Administrative Services: Building Occupancy Supplies Mail Printing and Graphics Copying | John Harrison | (202) 586-3611 |
| Information Management: Telephones Desktop Services Networking | Ann Warnick | (301) 903-3056 |
| Contract Closeout | Jeff Rubenstein | (202) 287-1516 |
| Payroll Processing | George Tengan | (301) 903-5878 |
| On Line Learning Center (OLC) | Tanya Luckett | (202) 287-1655 |
| Billing Process and Policies | Bob Emond | (202) 586-2354 |
| | Roscoe Harris | (202) 586-5527 |

We recommend that you use e-mail to communicate your questions, because that permits better tracking of concerns both by you and by us.

Thank you for your cooperation.

Attachments

ATTACHMENT 1

ADDRESS LIST FOR WCF BILLING

| <u>PROGRAM</u> | <u>ADDRESSEE</u> | <u>COPY</u> |
|-----------------------|-------------------------|--------------------|
| BCA | Beryl Gilmore | D. Cavanagh |
| BPA | R. Seifert | |
| CI | L. I. Brown | |
| CN | Z. Acree | S. Steffe |
| EA | P. Burns | |
| ED | L. Rudnick | |
| EE | D. Smith | |
| EH | V. Parham | T. McCarron |
| EIA | N. Burnette | |
| EM | E. Bronstein | B. Male |
| FE | C. Roy | G. Stern |
| GC | D. Bullington | |
| HG | R. Tedrow | P. Spencer |
| IG | B. Schrum | |
| IM | A. Warnick | |
| IN | L. Cain | |
| ME/AB/S | F. Feiner | |
| NA | S. Minnick | J. Trainor |
| NE | N. Miller | L. Soo Hoo |
| NR | J. Merritt | |
| OA | L. Gasperow | C. Feldmeyer |
| PA | L. I. Brown | |
| PML | M. Livingston | G. Herrera |
| PI | J. Mathis | S. Rush |
| RW | L. Barrett | D. LeVan |
| SC | B. Swain | J. Kelley |
| SO | T. Fox | D. Friis |
| WH | M. Dillon | |
| WT | M. Owen | M. Mescher |

WCF BOARD MEMBERS

| | | | |
|-----|-------------|-----|-------------|
| CFO | J. Campbell | NE | W. Magwood |
| CIO | K. Evans | NA | L. Brooks |
| EE | D. Garman | OA | G. Podonsky |
| EH | B. Cook | PI | V. Bailey |
| EI | G. Caruso | SC | R. Orbach |
| EM | J. Roberson | SO | J. Mahaley |
| FE | M. Smith | GC | L. Otis |
| RW | M. Chu | PMA | R. Porter |
| WT | M. Owen | | |

Summary of Current Month Bill - June, 2003
(WHOLE DOLLARS)

TABLE IA

| BILLING CYCLE | MONTHLY | MONTHLY | ANNUAL | | MONTHLY | MONTHLY | MONTHLY | | MONTHLY | QUARTERLY | MONTHLY | |
|------------------|----------------|---------------|---------------|---------------|---------------|----------------------|-----------------------|--------------------------|------------------------|-----------------------|--------------------|-----------------------------|
| ORG CODE | SUPPLY | MAIL | MAIL DISTRIB. | TOTAL MAIL | DIGITAL | DEDICATED COPIERS | CENTRAL FACILITIES | TOTAL COPYING SERVICE | PRINTING & GRAPHICS | BUILDING OCCUPANCY | BLDG ALTERATION | TOTAL BUILDING OCCUPANCY |
| AB | 149 | 268 | 190 | 458 | 0 | 142 | 112 | 254 | 724 | 0 | 0 | 0 |
| BCA | 0 | 24 | 0 | 24 | 0 | 22 | 0 | 22 | 0 | 0 | 0 | 0 |
| BPA | 367 | 127 | 3 | 130 | 0 | 0 | 0 | 0 | 116 | 0 | 0 | 0 |
| CI | 895 | 451 | 360 | 811 | 0 | 1,383 | 1,072 | 2,455 | 284 | 0 | 575 | 575 |
| CN | 2,719 | 1,334 | 604 | 1,938 | 0 | 1,009 | 43 | 1,052 | 604 | 0 | 0 | 0 |
| EA | 5,972 | 50 | 22 | 72 | 0 | 335 | 1 | 335 | 0 | 0 | 20,538 | 20,538 |
| ED | 1,570 | 1,071 | 317 | 1,388 | 0 | 833 | 480 | 1,314 | 6,357 | 0 | 1,230 | 1,230 |
| EE | 19,628 | 3,182 | 8,863 | 12,045 | 19,647 | 2,992 | 2,011 | 24,650 | 19,077 | 0 | 19,773 | 19,773 |
| EH | 5,401 | 2,753 | 337 | 3,090 | 0 | 1,024 | 2,022 | 3,045 | 6,180 | 0 | 0 | 0 |
| EIA | 17,000 | 8,022 | 4,883 | 12,905 | 0 | 664 | 3,133 | 3,797 | 20,132 | 0 | 0 | 0 |
| EM | 12,923 | 663 | 185 | 848 | 0 | 9,623 | 154 | 9,777 | 10,605 | 0 | 820 | 820 |
| FE | 11,220 | 826 | 243 | 1,069 | 0 | 2,906 | 115 | 3,021 | 5,875 | 0 | 175 | 175 |
| GC | 3,301 | 162 | 152 | 314 | 0 | 1,753 | 314 | 2,067 | 2,707 | 0 | 0 | 0 |
| HG | 205 | 44 | 46 | 90 | 0 | 0 | 0 | 0 | 3,103 | 0 | 0 | 0 |
| IG | 3,288 | 2,802 | 160 | 2,962 | 0 | 846 | 562 | 1,408 | 6,720 | 0 | 0 | 0 |
| IM | 8,758 | 48 | 10 | 58 | 0 | 0 | 445 | 445 | 744 | 0 | 4,740 | 4,740 |
| IN | 2,757 | 161 | 87 | 248 | 0 | 1,918 | 0 | 1,918 | 2,109 | 0 | 11,972 | 11,972 |
| ME | 28,087 | 7,127 | 7,496 | 14,623 | 15 | 18,184 | 7,949 | 26,148 | 29,587 | 0 | 0 | 0 |
| NA | 37,198 | 4,266 | 451 | 4,717 | 0 | 18,275 | 1,228 | 19,503 | 9,086 | 0 | 2,170 | 2,170 |
| NE | 6,685 | 250 | 105 | 355 | 0 | 224 | 270 | 494 | 1,637 | 0 | 215 | 215 |
| NR | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| OA | 2,476 | 337 | 32 | 369 | 0 | 1,031 | 371 | 1,402 | 226 | 0 | 2,300 | 2,300 |
| PA | 377 | 1,183 | 148 | 1,331 | 0 | 4,043 | 7,493 | 11,536 | 6,980 | 0 | 0 | 0 |
| PI | 6,065 | 235 | 41 | 276 | 0 | 1,607 | 24 | 1,630 | 1,990 | 0 | 542 | 542 |
| RW | 2,354 | 51 | 64 | 115 | 0 | 342 | 550 | 892 | 651 | 0 | 190 | 190 |
| S | 2,498 | 206 | 250 | 456 | 0 | 45 | 0 | 45 | 7,258 | 0 | 0 | 0 |
| SC | 15,848 | 5,491 | 1,410 | 6,901 | 0 | 1,535 | 1,028 | 2,563 | 20,103 | 0 | 100 | 100 |
| SO | 22,437 | 3,328 | 324 | 3,652 | 0 | 6,022 | 699 | 6,721 | 24,690 | 0 | 48,160 | 48,160 |
| WAPA | 110 | 0 | 1 | 1 | 0 | 0 | 35 | 35 | 8,917 | 0 | 0 | 0 |
| WT | 242 | 0 | 223 | 223 | 0 | 163 | 0 | 163 | 219 | 0 | 0 | 0 |
| FO | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Bus. Line | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 688 | 0 | 0 | 0 |
| | | | | | | | | | | | | |
| TOTAL | 220,528 | 44,462 | 27,007 | 71,469 | 19,662 | 76,920 | 30,108 | 126,690 | 197,369 | 0 | 113,500 | 113,500 |

Note: ME includes charges for WH (White House Task Force)

Summary of Current Month Bill -June, 2003
(WHOLE DOLLARS)

TABLE IB

| BILLING CYCLE | MONTHLY | MONTHLY | | MONTHLY | MONTHLY | MONTHLY | MONTHLY | ANNUAL | QUARTERLY | ANNUAL | |
|------------------|----------------|---------------------|------------------------|--------------------|----------------|----------------------|--------------------|----------|------------------------------|----------------------------|------------------|
| ORG CODE | PHONE USAGE | TELEPHONE INFRA. | TOTAL PHONE SERVICE | DESKTOP SUPPORT | NETWORK | CONTRACT CLOSEOUT | PAYROLL PROCESS | CHRIS | ONLINE LEARNING CENTER | INDIRECT FUND ADMIN. | TOTAL JUNE |
| AB | 1,079 | 599 | 1,678 | 12 | 381 | 0 | 0 | 0 | 0 | 0 | 3,656 |
| BCA | 24 | 352 | 377 | 624 | 69 | 0 | 0 | 0 | 0 | 0 | 1,115 |
| BPA | 87 | 845 | 932 | -1,114 | 5,334 | 0 | 0 | 0 | 0 | 0 | 5,765 |
| CI | 241 | 2,782 | 3,022 | 2,155 | 2,637 | 0 | 0 | 0 | 0 | 0 | 12,835 |
| CN | 319 | 6,373 | 6,692 | 0 | 1,269 | 0 | 0 | 0 | 0 | 0 | 14,274 |
| EA | 93 | 2,887 | 2,980 | 550 | 2,305 | 0 | 0 | 0 | 0 | 0 | 32,751 |
| ED | 235 | 3,204 | 3,439 | 918 | 2,736 | 240 | 0 | 0 | 0 | 0 | 19,192 |
| EE | 13,598 | 28,837 | 42,435 | 25,919 | 43,840 | 1,760 | 0 | 0 | 0 | 0 | 209,127 |
| EH | 7,484 | 20,140 | 27,624 | -1,476 | 21,143 | 560 | 0 | 0 | 0 | 0 | 65,567 |
| EIA | 14,648 | 29,964 | 44,612 | -110 | 1,164 | 2,120 | 0 | 0 | 0 | 0 | 101,619 |
| EM | 4,363 | 32,569 | 36,932 | -783 | 40,766 | 11,680 | 0 | 0 | 0 | 0 | 123,568 |
| FE | 2,363 | 15,422 | 17,785 | 6,876 | 39,291 | 15,120 | 0 | 0 | 0 | 0 | 100,431 |
| GC | 670 | 11,901 | 12,571 | 368 | 6,965 | 480 | 0 | 0 | 0 | 0 | 28,774 |
| HG | 61 | 2,042 | 2,104 | -10 | 1,337 | 0 | 0 | 0 | 0 | 0 | 6,828 |
| IG | 1,115 | 5,810 | 6,925 | 2,180 | 6,812 | 1,200 | 0 | 0 | 0 | 0 | 31,496 |
| IM | 1,726 | 21,408 | 23,134 | 31,048 | 22,817 | 1,200 | 0 | 0 | 0 | 0 | 92,944 |
| IN | 799 | 6,408 | 7,207 | 100 | 239 | 0 | 0 | 0 | 0 | 0 | 26,549 |
| ME | 7,285 | 75,913 | 83,198 | 15,047 | 91,333 | 9,600 | 0 | 0 | 0 | 80,000 | 377,624 |
| NA | 21,929 | 64,786 | 86,716 | 5,782 | 106,775 | 7,280 | 0 | 0 | 0 | 0 | 279,225 |
| NE | 1,580 | 10,140 | 11,720 | 15 | 7,172 | 480 | 0 | 0 | 0 | 0 | 28,773 |
| NR | 8,017 | 0 | 8,017 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8,017 |
| OA | 402 | 4,683 | 5,085 | -1,534 | 3,394 | 0 | 0 | 0 | 0 | 0 | 13,716 |
| PA | 189 | 2,641 | 2,829 | -1,407 | 1,845 | 240 | 0 | 0 | 0 | 0 | 23,731 |
| PI | 856 | 7,746 | 8,602 | 370 | 6,941 | 0 | 0 | 0 | 0 | 0 | 26,415 |
| RW | 2,432 | 7,007 | 9,439 | 92 | 20,215 | 0 | 0 | 0 | 0 | 0 | 33,948 |
| S | 355 | 5,810 | 6,165 | 829 | 4,094 | 0 | 0 | 0 | 0 | 0 | 21,344 |
| SC | 3,596 | 25,809 | 29,405 | 481 | 33,338 | 480 | 0 | 0 | 0 | 0 | 109,219 |
| SO | 14,283 | 39,400 | 53,683 | 5,781 | 12,378 | 480 | 0 | 0 | 0 | 0 | 177,982 |
| WAPA | 4,502 | 599 | 5,100 | 0 | 32,157 | 0 | 0 | 0 | 0 | 0 | 46,319 |
| WT | 104 | 1,056 | 1,160 | 106 | 1,008 | 0 | 0 | 0 | 0 | 0 | 3,121 |
| FO | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Bus. Line | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 688 |
| TOTAL | 114,433 | 437,132 | 551,565 | 92,819 | 519,755 | 52,920 | 0 | 0 | 0 | 80,000 | 2,026,614 |

Summary of Year-To-Date Billing Thru June, 2003
(WHOLE DOLLARS)

TABLE IIA

| BILLING CYCLE | MONTHLY | MONTHLY | ANNUAL | | MONTHLY | MONTHLY | MONTHLY | | MONTHLY | QUARTERLY | MONTHLY | |
|------------------|------------------|----------------|------------------|------------------|---------------|----------------------|-----------------------|-----------------------------|------------------------|-----------------------|--------------------|-----------------------------|
| ORG CODE | SUPPLY | MAIL | MAIL DISTRIB. | TOTAL MAIL | DIGITAL | DEDICATED COPIERS | CENTRAL FACILITIES | TOTAL COPYING SERVICE | PRINTING & GRAPHICS | BUILDING OCCUPANCY | BLDG ALTERATION | TOTAL BUILDING OCCUPANCY |
| AB | 2,288 | 2,226 | 14,615 | 16,841 | 0 | 2,291 | 9,608 | 11,899 | 29,165 | 89,938 | 890 | 90,828 |
| BCA | 182 | 162 | 0 | 162 | 0 | 202 | 0 | 202 | 8 | 169,252 | 0 | 169,252 |
| BPA | 1,618 | 244 | 12,581 | 12,825 | 0 | 0 | 607 | 607 | 22,795 | 70,995 | 165 | 71,160 |
| CI | 8,613 | 6,538 | 29,608 | 36,146 | 0 | 8,133 | 9,118 | 17,251 | 5,315 | 369,392 | 1,180 | 370,572 |
| CN | 17,705 | 9,918 | 20,436 | 30,354 | 0 | 9,659 | 4,569 | 14,227 | 11,642 | 459,273 | 5,147 | 464,420 |
| EA | 20,682 | 2,168 | 13,230 | 15,398 | 82 | 5,578 | 73 | 5,733 | 4,519 | 165,943 | 29,531 | 195,474 |
| ED | 15,903 | 7,149 | 42,428 | 49,577 | 0 | 7,523 | 19,278 | 26,801 | 63,109 | 279,962 | 2,545 | 282,507 |
| EE | 175,927 | 61,924 | 150,858 | 212,782 | 54,232 | 23,618 | 120,085 | 197,934 | 134,550 | 2,732,424 | 145,446 | 2,877,871 |
| EH | 59,675 | 17,850 | 59,727 | 77,577 | 0 | 20,380 | 32,201 | 52,581 | 36,274 | 2,160,038 | 2,310 | 2,162,348 |
| EIA | 133,677 | 130,305 | 161,842 | 292,147 | 71 | 7,926 | 76,379 | 84,376 | 335,094 | 3,844,600 | 19,942 | 3,864,542 |
| EM | 126,787 | 7,016 | 46,009 | 53,025 | 0 | 87,878 | 25,164 | 113,042 | 59,130 | 3,036,868 | 14,469 | 3,051,338 |
| FE | 84,541 | 14,283 | 28,867 | 43,150 | 0 | 28,745 | 55,547 | 84,293 | 94,704 | 1,268,189 | 4,660 | 1,272,849 |
| GC | 39,123 | 4,148 | 34,504 | 38,652 | 480 | 18,046 | 7,413 | 25,939 | 26,946 | 1,516,336 | 1,201 | 1,517,537 |
| HG | 3,614 | 1,923 | 14,278 | 16,201 | 0 | 706 | 482 | 1,187 | 31,131 | 540,290 | 0 | 540,290 |
| IG | 24,581 | 12,800 | 27,514 | 40,314 | 0 | 5,226 | 6,127 | 11,353 | 53,197 | 875,857 | 380 | 876,237 |
| IM | 77,395 | 1,937 | 67,247 | 69,184 | 0 | 2,072 | 11,438 | 13,509 | 14,869 | 2,158,415 | 16,959 | 2,175,374 |
| IN | 21,674 | 65,182 | 14,089 | 79,271 | 0 | 15,549 | 2,200 | 17,750 | 7,375 | 1,163,207 | 324,793 | 1,488,000 |
| ME | 263,371 | 70,703 | 497,877 | 568,580 | 40 | 196,460 | 146,841 | 343,341 | 276,015 | 7,263,518 | 0 | 7,263,518 |
| NA | 263,225 | 128,865 | 94,548 | 223,413 | 0 | 135,160 | 38,669 | 173,829 | 71,449 | 7,657,468 | 36,954 | 7,694,422 |
| NE | 38,212 | 4,960 | 36,990 | 41,950 | 0 | 4,161 | 40,646 | 44,807 | 13,883 | 779,561 | 3,084 | 782,645 |
| NR | 0 | 2,557 | 0 | 2,557 | 0 | 0 | 617 | 617 | 700 | 0 | 0 | 0 |
| OA | 24,035 | 6,123 | 13,468 | 19,591 | 0 | 4,528 | 1,566 | 6,095 | 3,421 | 303,092 | 12,216 | 315,308 |
| PA | 9,163 | 5,216 | 45,371 | 50,587 | 0 | 31,400 | 68,774 | 100,174 | 90,520 | 271,462 | 4,084 | 275,546 |
| PI | 41,376 | 2,800 | 53,875 | 56,675 | 0 | 15,848 | 8,654 | 24,502 | 28,966 | 827,585 | 5,342 | 832,927 |
| RW | 28,569 | 1,999 | 14,632 | 16,631 | 0 | 18,412 | 4,985 | 23,397 | 17,112 | 643,276 | 1,450 | 644,726 |
| S | 17,445 | 2,369 | 22,668 | 25,037 | 0 | 1,569 | 1,870 | 3,440 | 75,224 | 407,638 | 0 | 407,638 |
| SC | 154,802 | 41,706 | 44,207 | 85,913 | 1,424 | 20,092 | 85,074 | 106,590 | 156,827 | 1,460,227 | 6,865 | 1,467,092 |
| SO | 173,416 | 22,227 | 149,681 | 171,908 | 0 | 68,507 | 26,025 | 94,532 | 85,671 | 2,459,929 | 101,012 | 2,560,941 |
| WAPA | 629 | 41 | 12,535 | 12,576 | 0 | 55 | 75 | 130 | 57,688 | 75,607 | 0 | 75,607 |
| WT | 2,429 | 4,221 | 15,266 | 19,487 | 0 | 1,101 | 1,058 | 2,159 | 2,386 | 191,078 | 0 | 191,078 |
| FO | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Bus. Line | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 13,949 | 0 | 0 | 0 |
| | | | | | | | | | | | | |
| TOTAL | 1,830,657 | 639,560 | 1,738,948 | 2,378,508 | 56,329 | 740,826 | 805,142 | 1,602,297 | 1,823,634 | 43,241,422 | 740,626 | 43,982,048 |

Note: 'FO= Field Operations Offices OLC billing only

Note: 'ME includes charges for WH (White House Task Force)

Summary of Year-To-Date Billing Thru June, 2003
(WHOLE DOLLARS)

TABLE IIB

| BILLING CYCLE | MONTHLY | MONTHLY | | MONTHLY | MONTHLY | MONTHLY | MONTHLY | ANNUAL | QUARTERLY | ANNUAL | |
|------------------|-------------|-----------------|---------------------------|--------------------|-----------|----------------------|--------------------|-----------|------------------------------|----------------------------|--------------|
| ORG CODE | PHONE USAGE | PHONE INFRA. | TOTAL PHONE SERVICE | DESKTOP SUPPORT | NETWORK | CONTRACT CLOSEOUT | PAYROLL PROCESS | CHRIS | ONLINE LEARNING CENTER | INDIRECT FUND ADMIN. | YEAR TO DATE |
| AB | 3,556 | 5,428 | 8,983 | 755 | 3,615 | 0 | 582 | 926 | 54 | 0 | 165,936 |
| BCA | 200 | 3,193 | 3,392 | 1,969 | 483 | 0 | 349 | 556 | 0 | 0 | 176,556 |
| BPA | 774 | 7,662 | 8,436 | 108 | 31,925 | 0 | 0 | 0 | 12,734 | 0 | 162,208 |
| CI | 2,743 | 26,858 | 29,601 | 12,050 | 23,638 | 480 | 4,885 | 7,777 | 163 | 0 | 516,491 |
| CN | 3,428 | 57,040 | 60,468 | 636 | 12,262 | 2,240 | 3,838 | 6,111 | 0 | 0 | 623,903 |
| EA | 94 | 2,887 | 2,981 | 3,069 | 2,305 | 0 | 1,512 | 2,407 | 0 | 0 | 254,081 |
| ED | 2,475 | 29,336 | 31,812 | 3,151 | 25,831 | 4,280 | 4,420 | 7,036 | 0 | 0 | 514,427 |
| EE | 59,490 | 263,126 | 322,615 | 64,535 | 430,751 | 39,720 | 63,038 | 100,362 | 6,035 | 0 | 4,626,121 |
| EH | 28,408 | 185,886 | 214,294 | 25,315 | 195,298 | 21,920 | 28,611 | 45,552 | 13,460 | 0 | 2,932,904 |
| EIA | 107,754 | 269,885 | 377,638 | 3,008 | 9,580 | 198,480 | 44,080 | 70,179 | 20,374 | 0 | 5,433,176 |
| EM | 20,070 | 298,702 | 318,772 | 19,318 | 392,866 | 31,120 | 228,892 | 364,413 | 64,842 | 0 | 4,823,545 |
| FE | 21,922 | 140,514 | 162,436 | 64,291 | 345,283 | 46,920 | 111,073 | 176,836 | 8,384 | 0 | 2,494,760 |
| GC | 8,378 | 108,020 | 116,398 | 5,654 | 65,128 | 960 | 17,213 | 27,405 | 9,872 | 0 | 1,890,827 |
| HG | 420 | 19,549 | 19,969 | 67 | 11,762 | 480 | 4,187 | 6,666 | 740 | 0 | 636,295 |
| IG | 6,105 | 59,270 | 65,374 | 7,128 | 66,117 | 1,440 | 31,054 | 49,440 | 24,146 | 0 | 1,250,381 |
| IM | 13,204 | 187,205 | 200,409 | 178,914 | 211,448 | 14,960 | 11,631 | 18,517 | 7,072 | 0 | 2,993,282 |
| IN | 7,179 | 55,016 | 62,195 | 1,035 | 2,250 | 0 | 6,048 | 9,629 | 4,340 | 0 | 1,699,566 |
| ME | 64,318 | 690,727 | 755,044 | 192,363 | 717,045 | 65,840 | 78,507 | 124,990 | 31,222 | 80,000 | 10,759,836 |
| NA | 162,379 | 568,247 | 730,627 | 135,125 | 976,465 | 109,040 | 290,302 | 462,183 | 35,332 | 0 | 11,165,412 |
| NE | 8,519 | 90,314 | 98,833 | 613 | 64,618 | 2,800 | 12,445 | 19,813 | 2,237 | 0 | 1,122,856 |
| NR | 66,215 | 0 | 66,215 | 0 | 0 | 0 | 21,052 | 33,516 | 0 | 0 | 124,656 |
| OA | 2,913 | 42,071 | 44,985 | 18,833 | 30,909 | 0 | 7,095 | 11,295 | 0 | 0 | 481,566 |
| PA | 6,931 | 23,732 | 30,664 | 19,198 | 17,491 | 720 | 3,140 | 5,000 | 0 | 0 | 602,203 |
| PI | 8,980 | 70,564 | 79,544 | 7,532 | 63,593 | 3,040 | 11,980 | 19,072 | 2,766 | 0 | 1,171,973 |
| RW | 20,626 | 62,789 | 83,415 | 8,282 | 85,352 | 10,840 | 18,958 | 30,183 | 22 | 0 | 967,488 |
| S | 5,004 | 51,752 | 56,755 | 3,425 | 28,662 | 4,960 | 3,373 | 5,370 | 0 | 0 | 631,329 |
| SC | 30,367 | 232,493 | 262,860 | 9,716 | 380,959 | 6,160 | 144,569 | 230,166 | 16,683 | 0 | 3,022,337 |
| SO | 92,515 | 366,977 | 459,492 | 112,489 | 119,711 | 2,560 | 29,193 | 46,478 | 19,769 | 0 | 3,876,158 |
| WAPA | 36,598 | 5,428 | 42,026 | 0 | 353,172 | 0 | 178,880 | 284,791 | 14,259 | 0 | 1,019,757 |
| WT | 1,038 | 9,365 | 10,403 | 1,824 | 9,346 | 720 | 2,094 | 3,333 | 553 | 0 | 245,811 |
| FO | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 46,624 | 0 | 46,624 |
| Bus. Line | 0 | 0 | 0 | | | | | | | | 13,949 |
| TOTAL | 792,602 | 3,934,035 | 4,726,637 | 900,404 | 4,677,864 | 569,680 | 1,363,000 | 2,170,000 | 341,683 | 80,000 | 66,446,412 |

Annualized Costs as of June, 2003
(Thousands)

Table III

| ORG CODE | SUPPLY | MAIL | COPYING SERVICE | PRINTING & GRAPHICS | BUILDING OCCUPANCY | PHONE SERVICE | DESKTOP SUPPORT | NETWORK | CONTRACT CLOSEOUT | PAYROLL | CHRIS | OLC | TOTAL ANNUALIZED |
|--------------|--------------|--------------|-----------------|---------------------|--------------------|---------------|-----------------|--------------|-------------------|--------------|--------------|------------|------------------|
| AB | 3 | 18 | 17 | 39 | 121 | 14 | 1 | 5 | 0 | 1 | 1 | 0 | 220 |
| BCA | 0 | 0 | 0 | 0 | 226 | 5 | 3 | 1 | 0 | 0 | 1 | 0 | 235 |
| BPA | 2 | 13 | 1 | 30 | 95 | 12 | 0 | 43 | 0 | 0 | 0 | 13 | 209 |
| CI | 11 | 38 | 22 | 7 | 494 | 41 | 16 | 32 | 0 | 5 | 8 | 0 | 675 |
| CN | 24 | 34 | 20 | 16 | 618 | 83 | 1 | 16 | 1 | 4 | 6 | 0 | 821 |
| EA | 28 | 16 | 8 | 6 | 251 | 4 | 4 | 3 | 0 | 2 | 2 | 0 | 324 |
| ED | 21 | 52 | 38 | 84 | 376 | 44 | 4 | 34 | 16 | 4 | 7 | 0 | 681 |
| EE | 235 | 233 | 260 | 179 | 3,789 | 453 | 86 | 574 | 100 | 64 | 100 | 6 | 6,080 |
| EH | 80 | 84 | 74 | 48 | 2,882 | 297 | 34 | 260 | 45 | 29 | 46 | 13 | 3,892 |
| EIA | 178 | 336 | 121 | 447 | 5,146 | 545 | 4 | 13 | 63 | 44 | 70 | 20 | 6,986 |
| EM | 169 | 55 | 155 | 79 | 4,064 | 433 | 26 | 524 | 48 | 231 | 364 | 65 | 6,212 |
| FE | 113 | 48 | 122 | 126 | 1,696 | 225 | 86 | 460 | 58 | 112 | 177 | 8 | 3,231 |
| GC | 52 | 40 | 36 | 36 | 2,023 | 158 | 8 | 87 | 1 | 17 | 27 | 10 | 2,495 |
| HG | 5 | 17 | 2 | 42 | 720 | 27 | 0 | 16 | 0 | 4 | 7 | 1 | 839 |
| IG | 33 | 45 | 15 | 71 | 1,168 | 89 | 10 | 88 | 3 | 31 | 49 | 24 | 1,626 |
| IM | 103 | 70 | 20 | 20 | 2,895 | 272 | 239 | 282 | 0 | 12 | 19 | 7 | 3,938 |
| IN | 29 | 101 | 24 | 10 | 1,876 | 86 | 1 | 3 | 28 | 6 | 10 | 4 | 2,177 |
| ME | 351 | 592 | 476 | 368 | 9,685 | 1,031 | 256 | 956 | 150 | 79 | 125 | 31 | 14,221 |
| NA | 351 | 266 | 231 | 95 | 10,247 | 1,036 | 180 | 1,302 | 126 | 293 | 462 | 35 | 14,626 |
| NE | 51 | 44 | 66 | 19 | 1,042 | 135 | 1 | 86 | 35 | 13 | 20 | 2 | 1,514 |
| NR | 0 | 3 | 1 | 1 | 0 | 114 | 0 | 0 | 0 | 21 | 34 | 0 | 173 |
| OA | 32 | 22 | 7 | 5 | 416 | 61 | 25 | 41 | 0 | 7 | 11 | 0 | 627 |
| PA | 12 | 52 | 133 | 121 | 366 | 44 | 26 | 23 | 0 | 3 | 5 | 0 | 785 |
| PI | 55 | 58 | 34 | 39 | 1,109 | 109 | 10 | 85 | 36 | 12 | 19 | 3 | 1,569 |
| RW | 38 | 17 | 34 | 23 | 859 | 119 | 11 | 114 | 12 | 9 | 30 | 0 | 1,266 |
| S | 23 | 26 | 5 | 100 | 544 | 78 | 5 | 38 | 0 | 3 | 5 | 0 | 827 |
| SC | 206 | 100 | 156 | 209 | 1,954 | 362 | 13 | 508 | 13 | 146 | 230 | 17 | 3,914 |
| SO | 231 | 179 | 132 | 114 | 3,381 | 648 | 150 | 160 | 13 | 29 | 46 | 20 | 5,103 |
| WAPA (PML) | 1 | 13 | 0 | 77 | 101 | 70 | 0 | 471 | 0 | 180 | 285 | 14 | 1,211 |
| WT | 3 | 21 | 3 | 3 | 255 | 14 | 2 | 12 | 6 | 2 | 3 | 1 | 326 |
| FO | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 47 | 47 |
| TOTAL | 2,441 | 2,592 | 2,213 | 2,413 | 58,396 | 6,608 | 1,201 | 6,237 | 754 | 1,363 | 2,170 | 342 | 86,849 |

ME annualized estimates include \$120,000 indirect funding for support of Fund Manager.

Comparison As of June, 2003
Annualized Costs to Budget Estimates and Payments

TABLE IV

| | | Benchmarks | | Comparisons | | |
|------------|------------------------|---|-------------------|---|--|------------------------------|
| ORG CODE | Total Annualized Costs | FY 2003 Estimate (FY 2004 Cong. Budget, Jan 2003) | Payments Advanced | Annual Projected VS Revised Budget (\$) | Annual Projected VS Revised Budget (%) | Payments VS Annual Projected |
| AB | 220 | 207 | 207 | 13 | 6% | -13 |
| BCA | 235 | 238 | 240 | -3 | -1% | 5 |
| BPA | 209 | 146 | 0 | 63 | 30% | N/A |
| CI | 675 | 695 | 690 | -20 | -3% | 16 |
| CN | 821 | 867 | 862 | -46 | -6% | 41 |
| EA | 324 | 171 | 305 | 153 | 47% | -20 |
| ED | 681 | 641 | 840 | 40 | 6% | 159 |
| EE | 6,080 | 6,583 | 7,316 | -503 | -8% | 1,237 |
| EH | 3,892 | 4,700 | 3,942 | -808 | -21% | 50 |
| EI | 6,986 | 7,181 | 7,676 | -195 | -3% | 689 |
| EM | 6,212 | 7,031 | 8,170 | -819 | -13% | 1,958 |
| FE | 3,231 | 3,370 | 3,374 | -139 | -4% | 143 |
| GC | 2,495 | 2,632 | 2,843 | -137 | -5% | 348 |
| HG | 839 | 976 | 852 | -137 | -16% | 12 |
| IG | 1,626 | 1,739 | 1,778 | -113 | -7% | 152 |
| IM | 3,938 | 3,845 | 4,055 | 93 | 2% | 117 |
| IN | 2,177 | 1,793 | 2,234 | 384 | 18% | 57 |
| ME | 14,221 | 14,489 | 14,252 | -268 | -2% | 31 |
| NA | 14,626 | 14,788 | 14,641 | -162 | -1% | 15 |
| NE | 1,514 | 1,533 | 1,779 | -19 | -1% | 265 |
| NR | 173 | 131 | 278 | 42 | 24% | 105 |
| OA | 627 | 481 | 619 | 146 | 23% | -8 |
| PA | 785 | 823 | 840 | -38 | -5% | 55 |
| PI | 1,569 | 1,656 | 1,774 | -87 | -6% | 205 |
| RW | 1,266 | 1,278 | 1,262 | -12 | -1% | -4 |
| S | 827 | 815 | 810 | 12 | 1% | -16 |
| SC | 3,914 | 4,100 | 4,182 | -186 | -5% | 268 |
| SO | 5,103 | 5,108 | 4,938 | -5 | 0% | -165 |
| WAPA (PML) | 1,211 | 1,175 | 0 | 36 | 3% | N/A |
| WT | 326 | 345 | 244 | -19 | -6% | -82 |
| FO | 47 | 27 | 67 | 20 | 0% | 21 |
| | | | | | | |
| TOTAL | 86,849 | 89,564 | 91,071 | -2,734 | -3% | 5,621 |

Note: Payments include prior year carryover

